

GUIDE TO THE **Second Year**



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I. Introduction

This Guide to the Second Year has been prepared by the Dean's Office with input from several other offices on campus to provide information you may find useful in preparing for your second-year and beyond. We welcome your comments on the Guide and any suggestions for future revisions. We hope that this Guide provides helpful information to you so that you may make good use of available opportunities at Richmond Law.

II. Academic Planning For Your Second Year & Beyond

A. Selecting Upper Class Electives

The Registrar's Office will publish the 2020-2021 upper class course schedule in late March or early April. For rising second-year students, registration for fall 2020 will begin on April 22, 2020. We urge you to spend the week before registration thinking broadly about the course selection for your second year and beyond. You should plan to set aside time to review the course offerings for next year and to meet with an academic adviser to discuss your curriculum interests. Be sure to consider drawing connections between your academic and career goals.

There are a number of tools you will want to explore when reviewing the 2020-2021 course schedule. [Richmond Law's online catalog](#) contains a full list of courses and course descriptions for upper level curriculum. It also contains suggested Courses of Study in 13 popular areas of practice along with brief essays describing Law's curriculum in those fields of study. In addition, you will find a listing of courses, seminars and clinical opportunities associated with each field of study and in many areas, a recommended sequence of courses. Before exploring these materials, ask yourself a few questions:

- What are your goals for the next two years of law school, and how would you prioritize them?
- How important is it to you to develop expertise in a specific field of law or to develop a specific skill? (e.g. contract drafting or appellate advocacy)
- Do you wish to produce a publishable academic paper?
- Do you wish to assume leadership roles in student organizations, moot court, or journals?
- What classes have you enjoyed in your first year or in other educational settings, and why?
- Do you already have a clear idea of what you want to do after law school? Are there several areas of law you hope to explore?
- Are there experiences you are considering that will occupy substantially all of one of your remaining semesters? (e.g. a clinic, a joint degree, or a semester abroad)

Beyond the topic of course selection, these same questions are useful to keep in mind as you

survey all the academic and co-curricular choices that are discussed in this Guide.

B. Third-Year Practice Certification

To obtain Third-Year Practice Certification, a student must have successfully completed four semesters of law school totaling at least 56 credit hours and satisfactorily completed a course or program of study in criminal law, professional ethics, evidence, and procedure. The Assistant to the Dean, Sharon Krol, prepares the letters that are submitted to the Virginia State Bar requesting Third-Year Practice Certificates on behalf of students. Anyone interested in pursuing third-year practice needs to read the applicable third year practice rules. More information [can be found here](#).

C. Course Selection and the Bar Exam

There are a number of factors that should go into course selection, and the Bar Exam is just one of them. You should not try to take a course during law school on every subject tested on the Bar. That said, we recommend that students be aware of which subjects are most heavily tested on the Bar Exam and that students ensure that they have been sufficiently exposed to the Bar Exam subjects prior to graduation.

Following graduation, students are advised to take a commercial bar review course, and you can expect to learn some new subjects during that time. If too much of the material is unfamiliar, however, you may find that the two-month bar preparation period simply is not enough time to learn all the substantive law necessary for success on the bar.

The Multistate Bar Exam (MBE) covers Contracts and Sales, Torts, Constitutional Law, Real Property, Evidence, Federal Civil Procedure and Criminal Law and Procedure. Most state exams also include essay questions that focus on jurisdiction-specific topics, such as wills and trusts, uniform commercial code, and state-specific procedure. We recommend that you visit the website of your jurisdiction's bar examining authority to get a complete list of state-specific subjects tested on your state's bar exam.

For information on Virginia's Bar exam, [click here](#). You can also find this information – and sometimes a frequency chart showing which subjects are most heavily tested – on commercial bar review companies' websites.

If you have questions about the importance of certain subjects on the bar exam or if you would like to discuss your own personal circumstances and course selection, please contact Professor Emmy Reeves at epaulett@richmond.edu.

D. Upper Class Course Requirements

The official requirements for upper level courses can be [found here](#).

After completing the required first-year curriculum, there are four remaining course requirements that must be completed in the upper class years:

- **Trial Advocacy:** In the fall semester of their second year, all students take Trial Advocacy. It focuses on the skills required of lawyers in the litigation process. Through this course, students learn real-world legal skills during exercises where they act as counsel in litigation settings. For example, students practice arguing motions and trying a case before a jury. You can sign up for whichever section you like, but it has to be taken in the fall of your second year.
- **Writing in Practicum:** Students can choose one of several options to satisfy the Writing in Practicum requirement. Most students take one of these courses in the spring semester of the second year, but they may be taken at any time.
- **Professional Responsibility:** All students must take a course in Professional Responsibility. These courses focus on ethical standards of the legal profession, including judicial ethics and unauthorized practice of law.

While a Professional Responsibility course may be taken in any upper-level semester before graduation, some students prefer to take it during their second year in order to be eligible to receive a Third-Year Practice Certificate during the last year of law school. Please note an Evidence course is also required for the Third-Year Practice Certificate.

E. Upper Level Writing Requirement

Second- and Third-Year students may fulfill the Upper Level Writing Requirement (ULWR) in two ways:

- **ULWR Seminars:** Seminars that fulfill the ULWR provide an opportunity to work closely with a faculty member in a limited enrollment class, receive extensive feedback on their writing, and ultimately submit an extensive paper of scholarly quality. Seminars that fulfill the ULWR are designated as such in the course schedule and in the list of course descriptions.
- **Independent Research:** Students may also fulfill the ULWR by undertaking a two- or three-credit Independent Research course. The course entails independent research under the supervision of a full-time faculty member, resulting in an extensive paper on a selected topic. The topic must be approved in writing by the instructor under whose supervision the research is conducted. There is a limit of three semester hours total permitted for independent research projects. Students must arrange for Independent Studies with faculty on their own initiative and must make such arrangements and register for them through the

Dean's Office before the end of the Add/Drop period.

F. Upper Class Electives

Other than these courses noted above, there are no upper-level courses that every Richmond Law student must take. There are a certain number of "classroom" and "skills" credits that the American Bar Association (ABA) requires each student to take but most students should meet those requirements as a matter of course. The key is to think about your career goals and to build a foundation for that career through a series of carefully sequenced doctrinal and skills courses.

Remember, do not try to figure it all out on your own; before you register, attend information sessions on registration, and discuss your proposed courses with your faculty adviser, your career adviser, and other faculty you have gotten to know.

G. Academic Advising

Once you have had a chance to review the 2020-21 course schedule, we encourage you to discuss your proposed courses for next year with your faculty adviser. Meeting one-on-one with your adviser gives you the opportunity to get more individualized guidance that expands upon the written advice in this guide.

H. Summer Opportunities

1. Cambridge (UK) Summer Study Abroad

Richmond Law offers a five-week summer program during the latter half of the summer at Emmanuel College, University of Cambridge, Cambridge, United Kingdom, where students can take a maximum of six credits. For further information about the Cambridge Summer Program, [check it out online](#). Questions should be directed to Professor Clark Williams at cwilliam@richmond.edu.

2. London Clinical Placement Program

Richmond Law's London Clinical Placement is a four-week program offered during the first part of the summer. Students work 40 hours a week at their placement and complete an academic component to earn four pass/fail credits. Students are assigned to work with solicitors and barristers (lawyers) in varied work environments, including public interest organizations and the private sector. Students may also be placed with members of Parliament. Questions about the London Clinical Placement should be directed to the Director of Clinical Placement Programs.

I. Other Summer Study Abroad

The Law School permits students to study abroad at a summer program offered by another ABA-approved law school. Students interested in participating in a summer study abroad sponsored by another law school should consult with the Associate Dean for Academic Affairs, Dean Jack Preis.

J. Semester Abroad

The University of Richmond has exchange arrangements with many universities around the world. Law Students may earn up to two semesters of credit studying at an approved foreign law school. Fluency in a foreign language is not necessarily required as many foreign law schools offer courses or law degrees in English. For more information about semester abroad opportunities, you should consult the Associate Dean for Academic Affairs, Dean Jack Preis.

K. Dual-Degree Programs

Richmond Law offers five Dual-Degree (J.D./Master's Degree) programs in the following areas:

- Business Administration with the University of Richmond Robins School of Business
- In association with the corresponding graduate programs from Virginia Commonwealth University:
 - Public Administration
 - Urban and Regional Planning
 - Social Work, Health Administration

Students who participate in one of these programs and take the required number of qualifying courses during their J.D. studies will receive one semester of credit from the Law School for the course work completed in the Master's Degree program, and will also receive one semester of credit from the Master's Degree program for the course work completed in the Law School. Students generally apply to these joint degree programs during the spring semester of their first year.

L. Clinics

The University of Richmond offers two types of clinical experiences: in-house clinics and the Clinical Placement Program (CPP). The in-house clinics are taught by full-time faculty members who supervise students working on cases. The in-house clinics operate like a boutique law firm situated within the law school. In the CPP program, which is directed by a full-time faculty member, students are placed with practicing lawyers and judges in the community who serve as field supervisors.

1. In-House Clinics

The Law School offers graded in-house clinical opportunities. All in-house clinics have weekly classroom components, and all require at least weekly meetings with the faculty member who is the supervising attorney. Approximately 56 students can participate per year in these clinical experiences that range from two- to six-credit hours per semester. All clinics provide semester-long experiences. While all in-house clinics accept second-year students, preference in enrollment is given to those in their third year. In addition, students who have met the requirements for a Third-year Practice Certificate have greater opportunities in those clinics where courtroom experience is highlighted. To learn more about our clinic offerings please [visit our online information](#).

2. Clinical Placement Program (CPP)

In the CPP, students are assigned to work with trial and appellate judges; state and federal prosecutors; public defenders; lawyers working in the areas of civil litigation, public policy, regulatory law, and legislative advocacy; and in-house counsel for national and international corporations (spring semester only).

3. London Clinical Placement Program

A four-week summer London Clinical Placement Program is also offered for rising second- and third-year law students. It is designed to help students integrate legal theory with practice and to provide them with the opportunity to compare different legal systems.

4. D.C. Externship

This program combines a supervised externship (field placement) of 500 hours over the course of the fall semester in a federal agency or nonprofit organization in Washington, D.C. with a weekly seminar. Open to third-year students only who apply during their second year.

M. Disability Services

You can request disability accommodations at any time during your law school career, even if you have never received accommodations in the past. Academic accommodations can be made for various disabilities including medical, learning, physical, and psychological disabilities. The Associate Dean of Students, Dean Alex Sklut, is the Law School's Disability Coordinator and is available to answer any questions. You can also visit the [Disability Services](#) webpage for more information.

Additionally, there are several disability specialists housed within the University's Counseling and Psychological Services (CAPS) who are available for consultation should you suspect that you have a disability. They can provide counseling as well as referrals for appropriate testing, if warranted. CAPS can be reached at (804) 289-8119, or visit their offices in Sarah Brunet Hall.

III. Other Planning Considerations

A. Planning For and Preparing to Take the Bar Exam

There are a few important things pertaining to bar admission that you should be thinking about during your second year.

- How might your conduct during law school impact your Character and Fitness review?
- When should you take the Multistate Professional Responsibility Exam (MPRE)?
- Which state's bar exam should you take?
- Does your state offer discounts for early filing for admission to the bar? Does your state have any additional requirements for admission for the bar?
- How can you prepare now to be financially ready to take the bar exam after graduation?

1. Character and Fitness

All jurisdictions require a character and fitness investigation prior to licensure in order to protect the public and the justice system. Through such investigation, bar admissions authorities seek to ensure that bar applicants are "worthy of the trust and confidence clients may reasonably place in their lawyers." Accordingly, when you apply for admission to the bar, you will fill out a lengthy and detailed questionnaire concerning your education, work history, criminal background, credit history, etc. The bar admission authority will consider evidence of any of the following cause for further investigation:

- Unlawful conduct
- Academic misconduct, such as Honor Code violations
- False statements, including omissions
- Employment misconduct
- Acts involving dishonesty, fraud, deceit, or misrepresentation
- Abuse of legal process
- Neglect of financial responsibilities
- Neglect of professional obligations
- Violation of a court order
- Disciplinary action by professional agency

Additionally, in weighing the significance of such background information, the authority will consider various factors such as the applicant's age at the time of the conduct, how recent the conduct was, the seriousness of the conduct, the cumulative effect of the conduct, the applicant's candor in the admissions process, the applicant's positive social contributions since the conduct, etc. As part of the character and fitness investigation, the bar examiners will, among other things, review your law school application. If there is a possibility that you failed to disclose any misconduct on your application, please contact the Admissions Office at your earliest convenience to amend your application. Additionally, you are required to inform the law school of any misconduct during your tenure as a law student.

Character and fitness questionnaires will seek financial information and inquire into your credit history, and "neglect of financial responsibilities" is another factor considered by bar admissions authorities as cause for further investigation. Nearly all law students have debt and simply having debt is not a cause for concern; however, unpaid, overdue debts are.

As noted above, the character and fitness committee will carefully consider positive conduct, or "rehabilitation," of an applicant. Thus, if you have reason to be concerned about past conduct or incidents, please meet with Dean Alex Sklut at your earliest convenience to discuss ways to demonstrate rehabilitation to the authority when it is time for you to apply to the bar.

In short, it is essential to remember that your conduct during law school can significantly impact – both positively or negatively – your character and fitness investigation. Again, criminal activity, academic misconduct, and employment misconduct, particularly when such conduct occurs close in time to your bar application (e.g. during law school), could prevent or delay your admission to the bar. And while serious criminal conduct naturally may jeopardize your admission to the bar, please note that bar examiners have also investigated applicants for more minor infractions, such as speeding tickets. Finally, pay careful attention to your finances during law school, and be sure to pay debts as they come due.

2. The Multistate Professional Responsibility Exam (MPRE)

Nearly all jurisdictions require applicants to achieve a passing score on the Multistate Professional Responsibility Exam (MPRE) for admission to the bar. The purpose of the MPRE is to measure the examinee's knowledge and understanding of established standards related to a lawyer's professional conduct. The MPRE consists of 60 multiple-choice questions, and the exam is two hours. For more detailed information on the MPRE, [visit their website](#).

The MPRE is separately administered from the bar examination and is offered three times per year (March, August, and November). Most jurisdictions allow students to take the MPRE during the second year of law school. Although it is not required that you complete the course in Professional Responsibility prior to taking the MPRE, most students find that the course helps significantly in preparing for the test.

During your second year, you should think about when you plan to take the course in Professional Responsibility and when you plan to take the MPRE.

Note that you do not need to take the MPRE in the state where you will take the bar exam. That allows you to take it in Virginia for convenience, even if you are planning to take another state's bar exam. Each state has a different passing score. Be sure to check the state in which you want to practice.

Accommodations on the MPRE: The procedures for applying to testing accommodations on the MPRE have recently changed. Candidates must apply for accommodations prior to registering for the MPRE. **Applicants are strongly advised to request accommodations well in advance of their preferred MPRE test administration, and preferably by the recommended submission date for that administration.** The recommended submission dates are as follows:

Test Administration	Recommended submission date to apply for accommodations	Registration Deadline Fee: \$135
August 11 or 12, 2020	May 14, 2020	June 25, 2020
October 23 or 28, 2020	July 30, 2020	September 14, 2020
mid-March, 2021*	mid-December, 2021	mid-February, 2021

* As of publication of this Guide, the March 2021 MPRE dates have not yet been announced.

3. The Bar Exam

The Bar Exam is offered at the end of February and at the end of July. You will take the bar exam after you graduate from law school.

You will likely file your application for admission to the bar during your final semester of law school. A few states, such as California, strongly encourage early filing. Others offer discounted fees for early filing, so if you are certain in which jurisdiction you plan to take the bar exam, you should check with that jurisdiction to determine whether it offers early filing discounts. To determine filing deadlines, check your state's bar examining authority's website. The website of the [National Conference of Bar Examiners \(NCBE\)](#), provides links to all jurisdictions' individual websites.

You can also find links to all states' bar examining [authority websites](#).

Deciding Which Bar Exam to Take

For most legal jobs, the attorney must be licensed in the state in which the attorney is practicing law. Thus, if you have accepted a job requiring admission to the bar, you naturally will sit for the bar exam in the state in which you will be practicing.

If you will be clerking for a judge or working for the federal government, you may not be required to take the bar exam in the state in which you are working initially. Please discuss this issue with your employer.

If you have a job that does not require admission in a particular jurisdiction, or if you have not yet secured employment, you should think carefully about where you would like to take the bar. Consider where you would like to have a career and live long-term, as well as where you feel like you have the best prospects for finding employment. This decision is a very personal one and is very much dependent on your individual circumstances, and accordingly, we strongly recommend that you meet with Professor Emmy Reeves and/or a counselor in the Career Development Office. Nevertheless, some suggestions apply universally:

- Taking the bar exam is a very significant undertaking, in terms of time, money, and energy. Therefore, while it is certainly possible to take multiple bar exams during successive administrations, we recommend that you give considerable thought to where you would like to live and practice and minimize the likelihood that you will have to take several bar exams. If, for example, you truly want to live in another state long-term, avoid the temptation to take the Virginia bar exam simply because you are already here. Additionally, if you have registered for a bar review course in particular state, it may be possible to transfer your

registration to another state.

- As of March 2020, 38 jurisdictions, including New York, Washington D.C., Maryland, and North Carolina, have adopted the Uniform Bar Exam (UBE). All UBE jurisdictions accept transferred scores from other UBE jurisdictions. A UBE score is “portable,” meaning that it is accepted in other UBE jurisdictions, other than the jurisdiction in which you took the bar exam. Thus, if you take the bar exam in a UBE jurisdiction, you may be able to be admitted in another UBE jurisdiction without taking the bar exam again. Please see the [National Conference of Bar Examiners’ website](#) and the [National Conference of Bar Examiners’ Comprehensive Guide to Bar Admissions Requirements](#).
- For non-UBE jurisdictions, check the reciprocity rules for states that you are interested in. Although each state has different rules, many states allow an attorney who passed the bar in another state to “waive in,” referred to as admission on motion, without taking another bar exam. Most jurisdictions require an attorney to have practiced law for a period of time, most commonly five years, before the attorney is eligible to waive in. Not all states, however, share reciprocity, and a few states, such as Florida, have no procedure for admission on motion. If you want to practice law in one of those states, you must pass its bar exam. To research admission on motion requirements in particular jurisdictions, you should start by reviewing the [National Conference of Bar Examiners’ Comprehensive Guide to Bar Admissions Requirements](#). Also, check the detailed requirements of the state’s bar admission authority, which are generally available on their websites.

4. Special Bar Admission Resources

Certain state bar associations have special conditions or requirements that must be met before you are eligible for admission to the State’s Bar. For example, all applicants for admission by examination to the New York Bar must meet a pro bono requirement and a skills competency and professional values requirement. Even if you are not sure where you will practice, it is a good idea to familiarize yourself with various requirements.

For a more detailed discussion of the requirements for admission to the bar and planning during your third year, please see the University of Richmond Bar Admission Handbook online at <https://law.richmond.edu/academics/PDF/bar-information-handbook.pdf>.

- *New York Requirements*

If you are planning to take the New York bar exam, all applicants for admission by examination to the New York Bar must meet a pro bono requirement and a skills competency and professional values requirement.

- *Pro Bono Requirement*

All applicants for admission by examination to the New York Bar must perform 50 hours of law related pro bono service prior to filing their application.

If you are planning to take the New York bar exam, we encourage you to learn more about this requirement and the qualifying work that satisfies it. To learn more, [click here](#).

You may also contact Professor Tara Casey, Director of the Carrico Center for Pro Bono Service, to discuss the rule in more detail.

- *Skills Competency and Professional Values Requirement*

Applicants seeking admission in New York must establish that they have acquired skills and professional values necessary to competently practice law. There are several possible ways to satisfy this requirement, including (1) earning 15 credits - up to 6 of which can be earned in law school certified non-credit- bearing summer employment programs - of practice-based experiential coursework designed to foster professional competency training, (2) completion of a six-month post-graduate apprenticeship and (3) authorization to practice law in another U.S. jurisdiction or a country outside the United States and practice in that jurisdiction full-time for one year, or part-time for two years.

For more information on the skills competency and professional values requirement, [click here](#). You may also contact Professor Emmy Reeves to discuss this requirement.

Financial Preparedness

It is wise to begin making financial plans for your bar preparation period now. Although some employers will pay bar exam expenses, many do not. Here are some of the expenses you should anticipate:

- Registration for the bar exam. This expense varies significantly between jurisdictions.
 - The fee to register for the bar exam in Virginia is \$950.
- Commercial bar review course. You should anticipate spending \$2000-\$3000 for a commercial bar review course.
- Living expenses while you study for the bar.

We recommend that students prepare for the bar exam full time for the entire period from graduation until the bar exam (either the end of July or the end of February) if at all possible. Consider saving a modest amount from loan distributions during law school and/or from part-time employment and summer jobs during law school. Also, bar preparation loans are available from commercial lenders. Contact the financial aid office for more information.

Requesting Accommodations

Students who receive accommodations through the disability services office should seriously consider applying for testing accommodations on the MPRE and the bar examination. Typically the deadline to apply for accommodations is early, so check into what forms and documentation are required as early as possible.

Requesting accommodations on the MPRE and bar examination can be a lengthy process. Some jurisdictions require that the applicant's disability testing be recent (i.e. within the last five years), which means some applicants must be re-tested prior to application.

Please see the section above entitled "Accommodations on the MPRE." For more information on requesting accommodations on the MPRE and bar examination contact the Associate Dean of Students, Dean Alex Sklut.

IV. Career Development

Your approach to career planning throughout your second year of law school will greatly impact your post-graduate employment outcome.

- To prepare for your second summer and post-graduate employment searches, partner with the Career Development Office to:
 - Continue to assess your career interests
 - Explore potential paths
 - Expand your network and pursue opportunities by participating in informational and employment interviews
 - Target additional experiences and skills during your remaining time in law school (through coursework, clinical programs, co-curricular and extracurricular activities, and school-year and summer employment)

If you are confident that you already have discovered your path, your second year will be the time to tailor your activities to best complement your career goals. If you are not certain about what you want to do, your summer and second year will be the time to further refine your interests.

As you wrap up your first year, reflect on the experiences you have had. These include classes, extracurricular activities, and pro bono experiences. Based on these experiences, evaluate your skills, interests, and values. Below are some questions you should explore:

- Which first-year classes have you liked? Why? In the alternative, which classes have not been enjoyable? Why?
- Have you participated in any competitions? Did you enjoy them? Why?

- Have you discovered additional professional strengths in the last year?
- What motivates you?
- Which geographic areas interest you? Why? To which geographic areas do you have ties?
- If you worked before coming to law school, what did you like and dislike about your work environment? Your employer, supervisor, and colleagues?
- Are you self-motivated, or do you work best with close direction and supervision?
- Do you work best on a team or alone?
- Are you detail-oriented or are you a big picture person?
- Which practice areas interest you and why?
- How do you define career success?

Your answers to these questions should guide your decision-making about career choices going forward. The next step is to explore the variety of opportunities available to you. Your career adviser is available to discuss your interests, possible career paths, and the resources you may use to learn more. Conducting informational interviews with alumni and other practitioners also is an important part of the information-gathering process. Begin connecting your preferences and interests with real options. For example:

- Will your personality fit better in a small or large office?
- Will you be happier working mostly with people or ideas?
- Do you want to work for the government, a law firm, on your own, in the public sector, or for a non-legal employer?

Note the following considerations:

- The Unified Journal Competition includes a Bluebook exam and case note. If you want to clerk for a judge or work for a large law firm after graduation, strongly consider participating in the competition, as both types of employers highly value journal participation.
- Large law firms primarily hire entry-level attorneys through their second-year summer programs. If you are interested in a position with a large firm, you should develop your target law firm list by mid-June of your first year. Applications to large firms participating in on-campus interviews (OCI) will be due in July. Therefore, you will need to finalize your resume, grade list, and writing sample by then. OCI will begin in early August, prior to the start of fall semester classes.

Do not limit your search to the law firms visiting Richmond Law for OCI. By early July, create and submit direct applications to large firms who are not participating in OCI so that you can be considered during their formal hiring cycle, which also begins in mid-July.

Some off-campus diversity and intellectual property interview programs (e.g. Loyola Patent Law

Interview Program, Southeastern Intellectual Property Job Fair, Southeastern Minority Job Fair, etc.) occur in late July or early August. The CDO will distribute information regarding these programs in the spring and over the summer via email and Symplicity.

Most large law firms complete their hiring for second-year summer associates by early September. Their hiring patterns are atypical among employers in that they make entry-level hiring decisions almost two years in advance and primarily through interview programs and job fairs.

- A two-year pilot Law Clerk Hiring Plan (“Hiring Plan”), in which some Federal Judges participate, entered its second year with the Class of 2021. Under the plan, judges began accepting applications for post-graduate judicial clerks to begin in fall 2021 on June 15, 2020, and students could set up an Online System for Clerkship Application and Review (OSCAR) account on February 5, 2020. Federal judges will determine whether to continue the Hiring Plan during summer 2020. Regardless, note that many federal judges do not follow the Hiring Plan. For example, federal judges in the Eastern District of Virginia may begin accepting applications and hiring post-graduate clerks as soon as fall semester grades are released. Meet with Aaron Campbell, the CDO public sector career adviser, to discuss the application process. Application timelines for state circuit and appellate court clerkships may vary widely, but usually are during the spring of your second year or early fall of your third year.
- Monitor application deadlines for internships with federal government agencies via their website and the Government Honors & Internship Handbook. Some agencies have August or September deadlines. Apply to organizations hiring on a “rolling basis” as soon as possible after the agency begins accepting materials.
- Most small-and mid-size law firms do not participate in formal recruitment programs. Also, because they hire on an as-needed basis, decisions typically are made closer to the date you would begin summer or post-graduate employment. With some exceptions, that is spring semester for second-year summer opportunities and after the bar exam for post-graduate positions. Developing informal connections, which the CDO can help you build, with attorneys and firms in your areas of interest is often the entry point to one of these positions.
- Through a post-graduate public interest fellowship, you may have the opportunity to work in an entry-level position at a non-profit organization. Some funding organizations allow you to propose and design your own position or project, while others seek to fill a specific role. Though most fellowship applications are due during the summer or fall of your third year, building a successful application takes time. Meet with Aaron Campbell, the public sector career adviser, early during your second year to learn more.
- Formal recruitment programs to which second-year students may apply include:

- Richmond Law's August/Early Fall OCI Program - law firms will interview second-year students for summer employment (note that when you are a third year, August/early Fall OCI opportunities are limited)
- Equal Justice Works Conference and Career Fair – the largest national public sector career fair is held each October in the Washington, D.C. metropolitan area.
- Richmond Law's Spring OCI Program – the employer participants are primarily focused on first years for summer positions, so opportunities for second-and third-year students are limited.
- Commonwealth Consortium Government & Public Interest Interview Program – co-sponsored with Washington & Lee and William & Mary law schools, through which public sector employers interest students in each class year.
- Commonwealth Consortium Spring Interview Program – co-sponsored with the law school at the University of Virginia, Washington & Lee, and William & Mary, through which small law firms interview second-year students for summer positions and third-year students for post-graduate positions.

The CDO will arrange interview dates at other times in accordance with employer preferences and will solicit job listings, which are posted in Symplicity, for students and recent graduates throughout the year. Additionally, please consider the following as you make plans for your second year and beyond:

- To try cases in Virginia during your second-year summer or during a third-year clinical placement, you will need to take the courses required for your Third-Year Practice Certificate. Other jurisdictions may have different requirements.
- If you want to participate in one of the clinical opportunities offered through the law school, talk with students who have participated in the clinics and the relevant faculty. Learn which prerequisites are required for the program in which you are interested and how it will affect your schedule.
- If time permits and an opportunity matches your interests, consider working part-time during the semester. Small firms frequently hire student interns during the academic year. This experience can help you decide whether you are on the right path and may lead to summer or post-graduate employment.
- Each Richmond Law student is guaranteed funding for one summer of unpaid legal work in the public sector through the Summer Public Service Fellowship Program. A second Fellowship is not guaranteed; however, those students pursuing a post-graduate career in the public sector may apply for one. Second Fellowship requests may be granted subject to available funding and a student's demonstrated commitment to a public sector career. Applications for second Fellowships are due in the late Fall, while first requesters should submit their applications in the late spring.

Review the CDO website and meet with your career adviser for additional information. Career planning and development is a lifelong process, and the CDO team is here to help.

V. Finances

Detailed information regarding financial aid for can be found at www.financialaid.richmond.edu/law.

Scholarships

If you received a scholarship your first year, you will continue to receive it in subsequent years. Please note that scholarships are available to law students through their sixth term of enrollment (prorated for transfer students), excluding any summer term.

Loans

Students must re-apply for loans and Federal Work-Study each year. You will need to submit the following forms:

- Submit the 2020-21 [Free Application for Federal Student Aid \(FAFSA\)](#) by the University's May 15, 2020 deadline. (The deadline for financial aid for summer 2020 is earlier.)
- Submit the [University of Richmond 2020-21 Academic Year Federal Direct Loan application](#) at least six weeks prior to the start of the fall term.

VI. Activities outside the Classroom

A. Pro Bono Opportunities

As you plan your second year and beyond, you should consider participating in one or more of our many pro bono opportunities. Lawyers have a personal responsibility to serve their communities, and pro bono service is a great way not only to fulfill this obligation but also to get hands-on legal experience. We have many opportunities that allow students to work side-by-side with attorneys providing assistance to clients in need. We offer a variety of pro bono opportunities, some of which involve one-time commitments, others are ongoing. Program descriptions may be [found here](#), and ad-hoc opportunities are promoted throughout the academic year through The Docket and direct email communications. For more information, please contact Professor Tara Casey, Director of the Carrico Center at tcasey@richmond.edu.

New York has issued a rule for bar admission which requires students to have completed 50 hours of pro bono service. For additional information on this requirement, [click here](#).

1. Pro Bono Certificate

Students who have devoted significant time and energy to pro bono service during their time here and meet certain requirements are awarded a Pro Bono Certificate at graduation. For more information regarding this Certificate, [please visit here](#).

B. Law Journals

Richmond Law has three student-run journals:

- *University of Richmond Law Review*
- *Richmond Journal of Law and Technology*
- *Richmond Public Interest Law Review*

Each journal publishes articles and essays written by scholars as well as students. All sponsor academic symposia during the academic year. Each [Journal has a website](#) providing an overall description. Additionally, all Journals have offices in the building.

1. Journal Work

Student members research all manner of legal sources (articles, statutes, constitutions, cases) to collectively improve the quality of the scholarship selected for publication. During the second year of Journal membership, a student can seek to be named as one of the Editors of the Journal. Journal Editors may be responsible for selecting work for publications, administering symposia, or assisting in the administration of the Journal.

2. How do I become a member of a Journal?

There is a Unified Competition for entry onto the Journals at Richmond, consisting of a Bluebook exam and a case note writing competition. The spring competition represents the sole opportunity for non-transfer students to be selected for journal membership.

There is also a transfer competition open to any second-year transfers in the fall, which is run the same way as the spring Unified Journal Competition.

The *University of Richmond Law Review* has two options for entry: “grading on” and “writing on.” For the top 10 ranked individuals in the first-year class (as of the end of the spring semester), the “grade-on” option offers automatic selection for the Law Review if the qualifying individual fully completes the Bluebook exam and written case note. A competitor who is “writing on” will be evaluated based on the score of the Bluebook exam and written case notes as well as GPA.

Both JOLT and PILR determine membership based on the individual’s graded performance on both the Bluebook exam and written case note. Additionally, JOLT and PILR conduct interviews at the end of the spring semester which are factored into the competitor’s overall competition score.

C. Appellate Advocacy, Trial Advocacy, Client Counseling and Negotiations, and Alternative Dispute Resolution

At Richmond Law, advocacy competitions are organized through student-run competition boards.

1. Alternative Dispute Resolution (ADR) Society

Board Membership - Students gain entry on the Board through their performance in an internal competition. All first- and second-year students are eligible to compete and the teams that make it to the semi-final round (four teams) are selected to the Board. The

Executive Board reserves the right each year for discretionary bids based on performance.

Internal Competition – The ADR Society conducts a Mediation Competition in the spring of each year.

External Competitions – The ADR Society participates in the ABA Law Student National Representation in Mediation Competition. For more information, [click here](#).

2. Client Counseling and Negotiations Board (CCNB)

Board Membership – Students gain entry on the Board through one of the multiple competitions run by CCNB. All first- and second-year students are eligible to compete.

Internal Competitions – In the fall, the Board holds an annual Negotiations Competition. In February of each year, the Board holds an annual Client Counseling Competition. Finally, the Board hosts an internal Merhige Environmental Negotiations Competition in late March.

External Competitions – The CCNB competes in the National Merhige Competition as well as the ABA Regional Negotiations Competition in the fall.

3. Moot Court Board

Board Membership – Students gain entry onto the Board through their performance in either of the two internal competitions. The top eight advocates in the Spring Barnett Competition for first-year law students are admitted to the Board. The top 12 advocates in the Fall Carrico Competition for second-year law students are admitted to the Board. The Executive Committee also reserves the right to make discretionary bids.

Internal Competitions – All first-year students are eligible to participate in the James H.

Barnett Jr. Competition each spring. All second-year students (including transfers) are eligible to compete in the Harry L. Carrico competition in the fall.

External Competitions – Each year, the Moot Court Board makes a determination as to which regional and national competitions they will enter.

4. Trial Advocacy Board (TAB)

Board Membership – Students gain entry onto the Board through their performance in one of two internal competitions. Once on the board, members are provided practical trial skills through either training sessions or external competition coaching. Members are also provided with opportunities to network with local attorneys.

Internal Competitions – TAB holds two competitions. The first, the Trial Advocacy Board Competition, is held in the fall semester and is open to first- and second-year law students only. The second competition is The Virginia Trial Lawyers Association (VTLA) Competition which is held in January. Both competitions require students to master the basics of trial advocacy and trial preparation. For additional information about TAB, please [click here](#).

External Competitions – Each year, TAB competes in several external national competitions. In the fall, experienced members traditionally compete in a competition of their choice. In the spring, members traditionally compete in the American Association of Justice Student Trial Advocacy Competition and the National trial Competition hosted by a regional affiliate of the Texas Young Lawyers Association.

D. Student Governance & Activities

1. Student Organizations

There are over 35 groups in the law school covering a multitude of interests and perspectives. You can find a list of [all organizations online](#). Organizations elect new officers in the spring semester.

As you may recall, there is a student organization fair each fall. All students are welcome to attend and gather more information.

2. The Student Bar Association

The Student Bar Association (SBA) is the student governing body at the Law School. It also serves as the student voice before the faculty and administration. The Executive Board is composed of the President, Vice President, Treasurer, and Secretary as well as

others. These positions are filled through a general election process held each spring, normally before Spring Break. Additionally, there are class representatives from each year that make up the SBA Executive Board—two second-year students, two third-year students, one LLM representative, and three first-year students (one representative from each first-year section). The election for second and third-year representatives occurs in the spring. The election for first-year student representatives takes place in September of each year. The SBA also serves in a programming capacity and hosts events throughout the school year such as the annual Barrister’s Ball to promote collegiality and community among law students. In addition to their governing responsibilities, the SBA is allocated significant funding from the University and is charged with the responsibility of financially supporting Law School student activities and organizations. The funding process begins in the spring for the upcoming academic year with requests from each organization.

VII. Internal Communications

The best way to find out what is happening around the School is to consult The Docket, distributed every Thursday morning and Sunday evening. You’re also invited to connect with the Law School on Facebook, Instagram, and Twitter.

The online master calendar is an all-encompassing list of events taking place in the law school. Please use this as a resource when planning your schedule. Student organizations can request that an event be added to the calendar and The Docket. You’ll also find a list of each day’s events on the TV screen in the front atrium.

VIII. Honor Code

The Law School honor system is entirely student run. The Honor Council adjudicates claims of academic misconduct under the Law School Honor Code. The Grievance Committee is responsible for investigating and prosecuting Honor Court cases. Members of the Student Advocate Corps are available to provide a defense for the accused student. If a claim of misconduct goes to trial, the Honor Court determines guilt or innocence and, in the event of a guilty verdict, imposes sanctions pursuant to the Code. Justices of the Honor Court, along with members of the Grievance Committee and the Student Advocate Corps are elected by the student body. In the event an accused goes to trial, the Justices serve as impartial jurors in the process. A copy of the [Honor Code](#) can be found in the Law School Catalog. Students are bound by the Law School’s Honor Code by virtue of their matriculation at the Law School.

IX. Standards of Conduct

Law students are governed by the Law School Honor Code as well as the University’s Standards of Conduct. The purpose of the Standards of Conduct is to help ensure an environment that is most conducive to academic learning. The Standards define the rights, freedoms, and responsibilities

regarding conduct of individuals and groups that make up the student academic community, and to identify those standards of conduct the University of Richmond deems essential for fulfilling its educational mission and its community life. The Standards govern the conduct of students and their guests on the campus of the University of Richmond or at University-sponsored activities and functions. The full text of the Standards of Conduct along with the consequent disciplinary procedures can be found in the [Law School Catalog](#).

X. Student Complaints

The official University process for reporting student complaints, including incidents of discrimination bias, includes two levels. Students may submit informal feedback and via the [Informal Complaint Form](#), which is submitted to Law School administrators. This form may be used to submit feedback on issues big and small, from complaints about facilities to reporting of a bias incident.

Students may submit formal feedback, as detailed in the [Student Complaint Policy](#), via the [Student Complaint Form](#). This process is managed by the University's Student Development office, in partnership with Law School leadership and [Common Ground](#).

If information obtained through the Informal or Formal Complaint forms leads administrators to believe that bias activity and/or sexual misconduct has occurred, that information will be passed along to the offices overseeing bias activity and/or sexual misconduct as described below.

XI. Sexual Misconduct Policy

Sexual misconduct is prohibited at the University of Richmond. Sexual misconduct is a broad range of behavior that includes, but is not limited to, non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, and stalking.

The University of Richmond [sexual misconduct policy](#) applies to sexual misconduct complaints involving applicants for admission, or students aggrieved by third parties such as contractors or vendors serving the University.

A. Sexual Misconduct Reporting

The University of Richmond strongly supports and encourages prompt reporting of sexual misconduct. Reporting provides resources to survivors and contributes to keeping the campus safe.

If you or someone you know has experienced sexual misconduct, you should report incident(s) to the University's Title IX Coordinator and to the University Police Department. Instances of sexual misconduct may violate both the University's sexual misconduct policy and the law.

Unless designated as a confidential resource, all University employees are required to report incidents of possible sexual misconduct to the Title IX Coordinators and those employees designated as Campus Security Authorities must also report to the University Police.

XII. Bias Activity

The University of Richmond is committed to being a diverse and inclusive community, strengthened intellectually and socially by the range of knowledge, opinion, belief, political perspective and background of its members, whether of race, ethnicity, gender, sexual orientation, gender expression, gender identity, ability status, age, religious, economic or geographic origin.

Because bias activity has the potential to adversely affect the members of the University community and to undermine the climate of civility and respect necessary to achieve and maintain a diverse and inclusive community, the University has developed a protocol designed to supplement existing University policies and procedures and to coordinate University resources in response to complaints of bias activity. You can learn more at the [Common Ground](#) office on campus.

As used in this protocol, the term 'bias activity' includes the following:

A. Bias/Hate Crimes

Defined as any criminal offense or attempted criminal offense that one could reasonably conclude is motivated, in whole or in part, by the alleged offender's bias against an individual's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation.

B. Discrimination

Defined as a violation of the University's Harassment and Discrimination Policy, other applicable University policies and procedures and/or applicable anti-discrimination laws.

C. Bias Incident

Defined as acts that do not appear to constitute a crime or actionable discrimination, but which may intimidate, mock, degrade, or threaten, individuals or groups and which one could reasonably conclude targets a member or group within the University community because of that individual or group's actual or perceived age, ancestry or ethnicity, color, creed, disability, gender, gender identity or expression, immigration or citizenship status, marital status, national origin, race, religion, religious practice or sexual orientation.

D. Report a Bias/Hate Crime

Students, faculty, and staff who are victims of or who witness activity that is or could reasonably be considered a bias/hate crime, including but not limited to assaults, attempted assaults, destruction or damage to property or defacement of property should report such activity immediately to University Police anonymously or using the URPD Silent Witness reporting webpage. Where appropriate, the University Police will notify the Bias Resource Team of reports of bias/hate crimes occurring on campus.

E. Report Incidents of Discrimination

Students, faculty, and staff who are subjected to or believe they may be the subject of discrimination prohibited by University policies or applicable laws or who witness potential discrimination should file a complaint in accordance with the University's Harassment and Discrimination Policy. Complaints of discrimination may also be made, informally, to the director of Common Ground, Dr. Glyn Hughes, who shall assist the individual making the complaint in pursuing such complaint through applicable University policies and in accessing available University resources for support and guidance. You may contact Dr. Hughes at ghughes@richmond.edu.

F. Report a Bias Incident

Students, faculty, and staff who are the subject of or who witness a Bias Incident may report such incidents to the director of Common Ground, by completing this bias incident reporting form. The Common Ground director will assist individuals making reports in identifying appropriate University resources for support and guidance, and will notify the members of the Bias Resource Team of such reports.

G. Academic Freedom

This protocol shall be interpreted and implemented in a manner consistent with the University's commitment to academic freedom, as described in Article III (F) of the Faculty Handbook.